



23/65-04F 312 Market street
Brookeville Historic District

POSTPONED

April 28, 2004

Montgomery County Park and Planning
Historic Preservation Section

To Whom It May Concern:

Please postpone consideration of my Historic Area Work Permit application # 339183 indefinitely. I will contact your office when I have the needed materials list and drawings that I will be proposing and then the Historic Preservation Commission can evaluate my HAWP application at that time.

Thank you,

Alice Keister

Alice Keister
312 Market Street
Brookeville

AK

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Thank you,

Alice Keister
312 Market Street
Brookeville

mailed 4-28
w/return envelope

R

Jo Ann Keister
312 Market St
Brookeville MD 20833-2501

I request a
postponment until
may 12th agenda

Alice⁴⁹⁶ Keister
460 - 3245

301-570-0062



www.MooseCharities.org



RETURN TO: DEPARTMENT OF PERMITTING SERVICES
255 ROCKVILLE PIKE, 2ND FLOOR, ROCKVILLE, MD 20850
240777-6370

DPS - #8

HISTORIC PRESERVATION COMMISSION
301/563-3400

APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact Person: Will do work
Daytime Phone No.: ourself

Tax Account No.: 00932090

Name of Property Owner: Alice J. Keister Daytime Phone No.: 301-570-0062 ~~301-777-4929~~

Address: 312 Market Street 20833
Street Number City State Zip Code

Contractor: Will do work ourself Phone No.: _____

Contractor Registration No.: _____

Agent for Owner: _____ Daytime Phone No.: _____

Address: _____

LOCATION OF BUILDING/PREMISE

House Number: 312 Market Street: Br

Town/City: Brookville Nearest Cross Street: High + Market ~~or 108 + 99~~

Lot: _____ Block: _____ Subdivision: 005

Liber: 6155 Folio: 282 Parcel: _____

PART ONE: TYPE OF PERMIT ACTION AND USE

- 1A. CHECK ALL APPLICABLE:
- | | | | | | | | | |
|--|----------------------------------|--|--|------------------------------------|--|---|-------------------------------|-------------------------------|
| <input type="checkbox"/> Construct | <input type="checkbox"/> Extend | <input checked="" type="checkbox"/> Alter/Renovate | <input type="checkbox"/> A/C | <input type="checkbox"/> Slab | <input type="checkbox"/> Room Addition | <input checked="" type="checkbox"/> Porch | <input type="checkbox"/> Deck | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Move | <input type="checkbox"/> Install | <input type="checkbox"/> Wreck/Raze | <input type="checkbox"/> Solar | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Woodburning Stove | <input type="checkbox"/> Single Family | | |
| <input checked="" type="checkbox"/> Revision | <input type="checkbox"/> Repair | <input type="checkbox"/> Revocable | <input type="checkbox"/> Fence/Wall (complete Section 4) | | <input type="checkbox"/> Other: _____ | | | |

1B. Construction cost estimate: \$ _____

1C. If this is a revision of a previously approved active permit, see Permit # _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/AUCTIONS

- 2A. Type of sewage disposal: 01 WSSC 02 Septic 03 Other: _____
- 2B. Type of water supply: 01 WSSC 02 Well 03 Other: _____

PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

- 3A. Height _____ feet _____ inches
- 3B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:
- On party line/property line Entirely on land of owner On public right of way/easement

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

Alice J. Keister
Signature of owner or authorized agent

April 2003
Date

Approved: 339183 For Chairperson, Historic Preservation Commission

Disapproved: _____ Signature: _____ Date: _____

Application/Permit No.: _____ Date Filed: _____ Date Issued: _____

**THE FOLLOWING ITEMS MUST BE COMPLETED AND THE
REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

1. WRITTEN DESCRIPTION OF PROJECT

a. Description of existing structure(s) and environmental setting, including their historical features and significance:

When we moved here 45 years ago
porch was open - we enclosed it
Now we would like to open it again.

b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:

Would restore to original look

2. SITE PLAN

Site and environmental setting, drawn to scale. You may use your plat. Your site plan must include:

- the scale, north arrow, and date;
- dimensions of all existing and proposed structures; and
- site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

3. PLANS AND ELEVATIONS

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 8 1/2" x 11" paper are preferred.

- Schematic construction plans, with marked dimensions, indicating location, size and general type of walls, window and door openings, and other fixed features of both the existing resource(s) and the proposed work.
- Elevations (facades), with marked dimensions, clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for the exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.

4. MATERIALS SPECIFICATIONS

General description of materials and manufactured items proposed for incorporation in the work of the project. This information may be included on your design drawings.

5. PHOTOGRAPHS

- Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
- Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on the front of photographs.

6. TREE SURVEY

If you are proposing construction adjacent to or within the dripline of any tree 6" or larger in diameter (at approximately 4 feet above the ground), you must file an accurate tree survey identifying the size, location, and species of each tree of at least that dimension.

7. ADDRESSES OF ADJACENT AND CONFRONTING PROPERTY OWNERS

For ALL projects, provide an accurate list of adjacent and confronting property owners (not tenants), including names, addresses, and zip codes. This list should include the owners of all lots or parcels which adjoin the parcel in question, as well as the owner(s) of lot(s) or parcel(s) which lie directly across the street/highway from the parcel in question. You can obtain this information from the Department of Assessments and Taxation, 51 Monroe Street, Rockville, (301/279-1355).

PLEASE PRINT (IN BLUE OR BLACK INK) OR TYPE THIS INFORMATION ON THE FOLLOWING PAGE.
PLEASE STAY WITHIN THE GUIDES OF THE TEMPLATE, AS THIS WILL BE PHOTOCOPIED DIRECTLY ONTO MAILING LABELS.

HAWP APPLICATION: MAILING ADDRESSES FOR NOTICING

[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

Owner's mailing address

Owner's Agent's mailing address

312 Market Street
Brooksville, Md 20833

Adjacent and confronting Property Owners mailing addresses

Marb & Ann Ennes
314 Market Street
Brooksville, Md. 20833

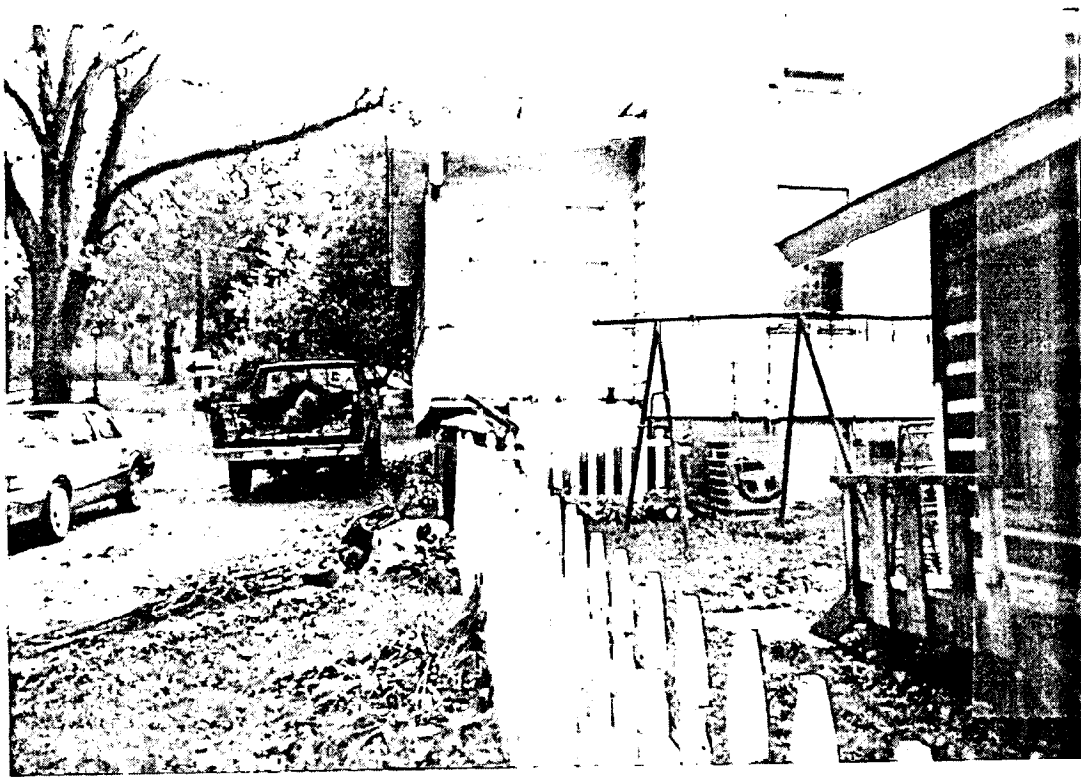
North side

Mr Long
310 Market Street
Brooksville, Md. 20833

South side

Margaret Kay
313 Market Street
Brooksville, Md.
20833

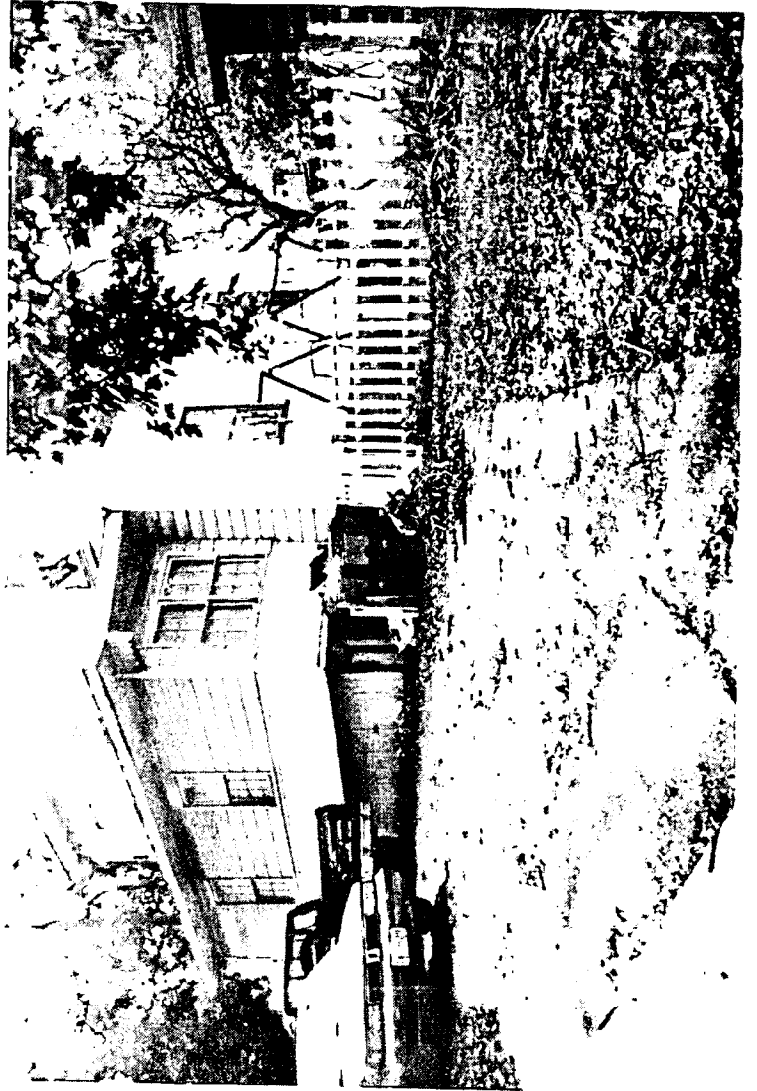
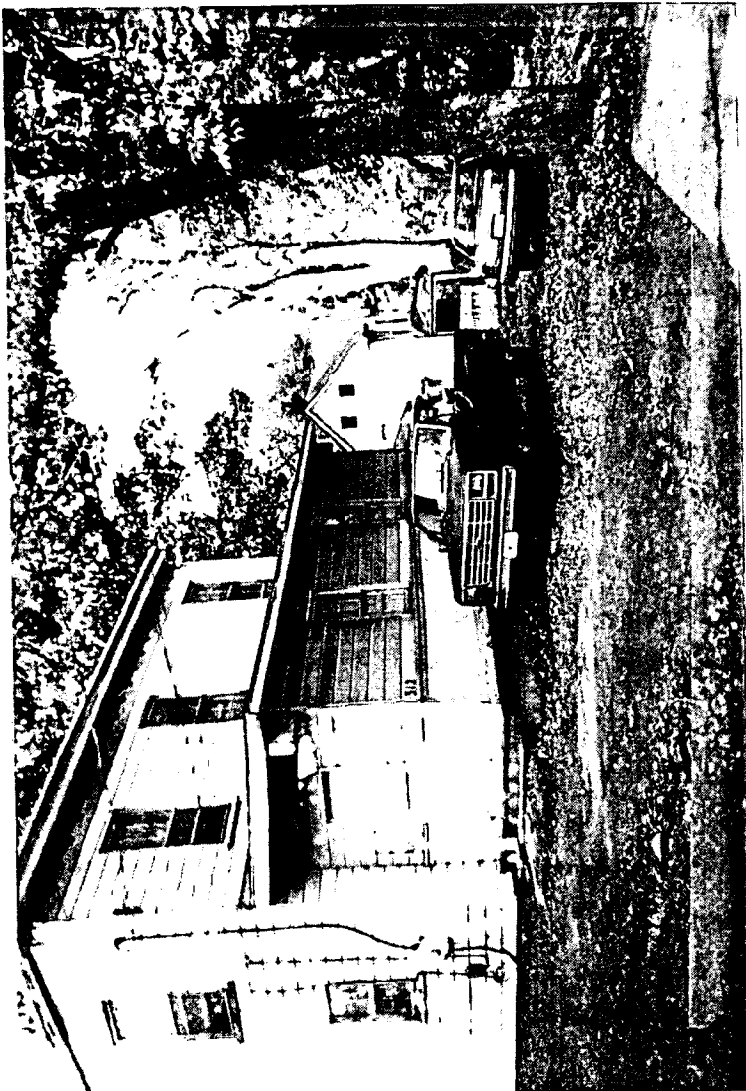
across street



A. S. Ann Keister
214 Market Street
Brookeville, Md
20833

301-510-0062

Request To Open
Parade





Margaret Kay
313 Market Street
Brookeville, Md. 20833



Mark & Ann Ennes
316 Market Street
Brookeville, Md 20833



RETURN TO: DEPARTMENT OF PERMITTING SERVICES
259 ROCKVILLE PIKE, 2nd FLOOR, ROCKVILLE, MD 20850
240/777-6370

DPS - #8

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Agent for Owner: _____ Daytime Phone No.: _____
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Lot: _____ Block: _____ Subdivision: 005
Liber: 6155 Folio: 282 Parcel: _____

PART ONE: TYPE OF PERMIT ACTION AND USE

1A. CHECK ALL APPLICABLE: Construct Extend Alter/Renovate Move Install Wreck/Raze Revision Repair Revocable
CHECK ALL APPLICABLE: A/C Slab Room Addition Porch Deck Shed Solar Fireplace Woodburning Stove Single Family Fence/Wall (complete Section 4) Other: _____

1B. Construction cost estimate: \$ _____
1C. If this is a revision of a previously approved active permit, see Permit # _____

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Signature of owner or authorized agent

April 2003
Date

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Disapproved: _____ Signature: _____ Date: _____
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7. ADDRESSES OF ADJACENT AND CONFRONTING PROPERTY OWNERS

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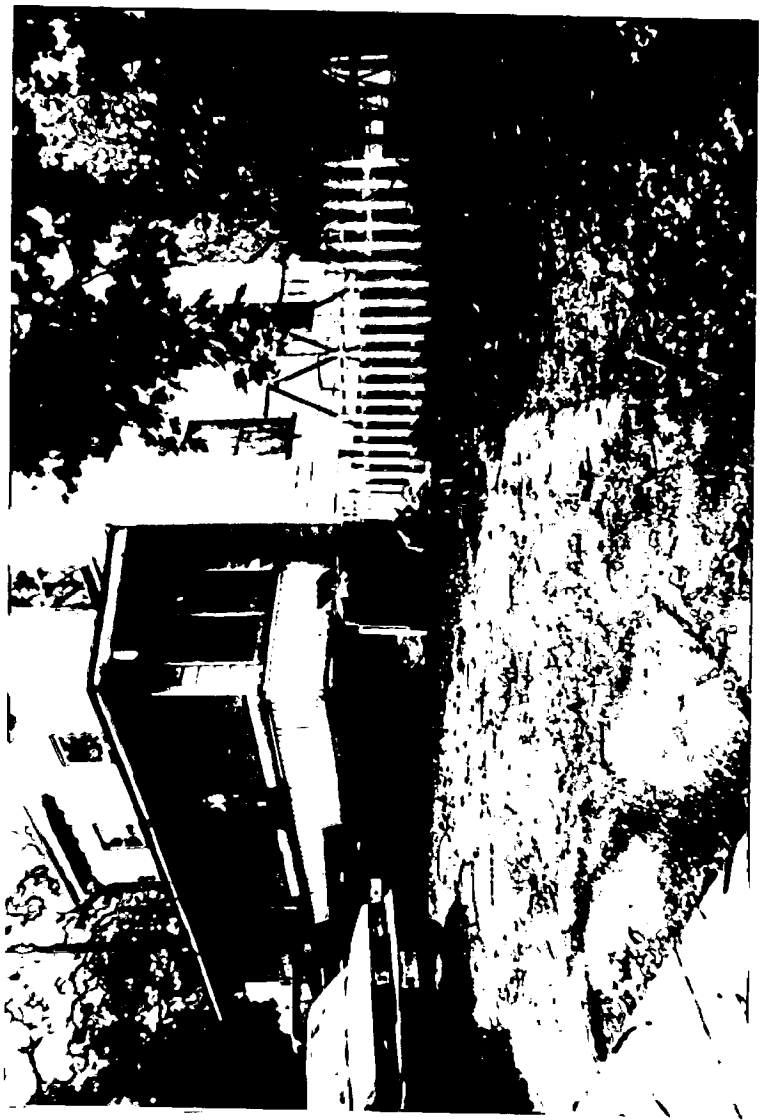
[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

Owner's mailing address	Owner's Agent's mailing address
<p>312 Market Street Brooksville, Md 20833</p>	
<p>Adjacent and confronting Property Owners mailing addresses</p>	
<p>Marb + Ann Ennes 316 Market Street Brooksville, Md. 20833</p>	<p>North side</p>
<p>Mr Long 310 Market Street Brooksville, Md. 20833</p>	<p>South side</p>
<p>Margaret Kay 313 Market Street Brooksville, Md. 20833</p>	<p>across street</p>

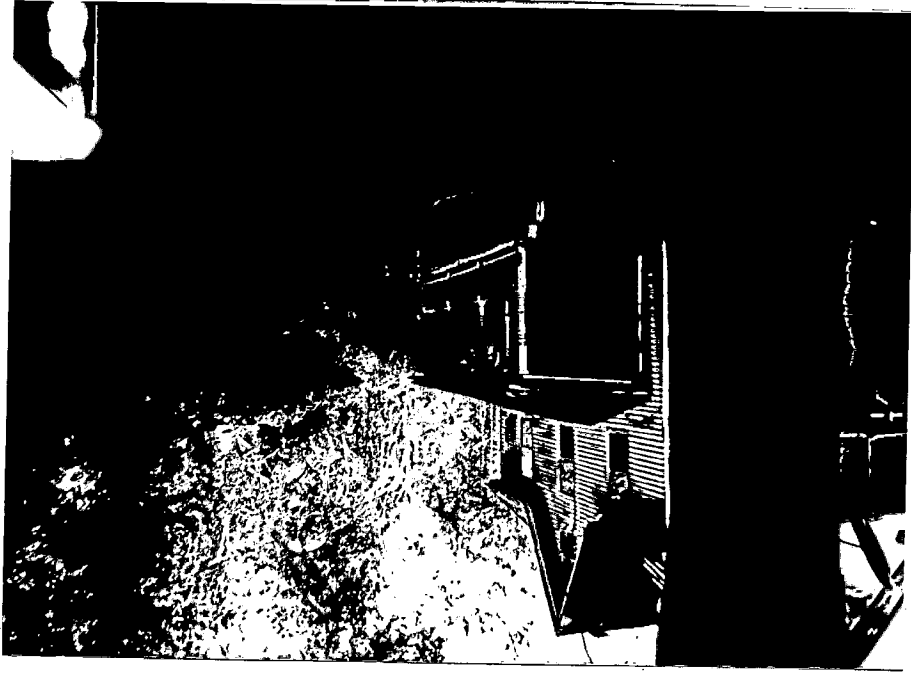
A. Samm Keister
314 Market Street
Brookeville, Md
20833

301-510-0062

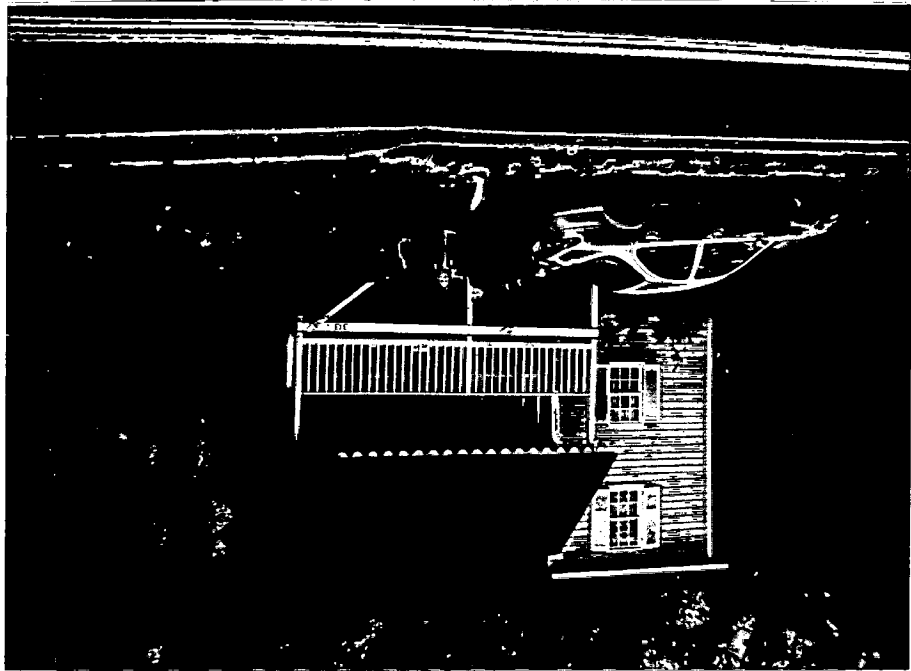
Request To Open
Porch



Mark & Ann Ennes
314 Market Street
Brookville, Md. 20833



Margaret Kay
313 Market Street
Brookville, Md. 20833



RECEIVED

INSTRUCTIONS FOR FILING A HISTORIC AREA WORK PERMIT APPLICATION MAR 26 2004

DIV. OF CASE WORK MGMT.

All applications for proposed exterior work involving properties listed on the Montgomery County Master Plan for Historic Preservation, either as individual historic sites or as properties within a historic district, require the approval of the Montgomery County Historic Preservation Commission (HPC).

The HPC, staffed by Historic Preservation Planners who work at M-NCPPC, reviews proposals for new construction, demolition, and exterior alterations through the mechanism of the Historic Area Work Permit (HAWP) process. You are encouraged to discuss proposals for major work with the staff in advance of filing a HAWP. For information or to make an appointment, call the HPC staff at M-NCPPC: (301) 563-3400.

The HAWP Application Process

***** HAWP applications are obtained from and returned to the Department of Permitting Services (DPS), 255 Rockville Pike, Rockville, (240) 777-6370. The application requirements depend on the nature of the proposed project and are listed on the attached checklist. Your application must be complete before it will be accepted by DPS staff. DO NOT FILE YOUR APPLICATION AT M-NCPPC!

Typically, HPC public meetings are held on the second and fourth Wednesdays of each month. **The firm deadline for filing a HAWP is the Wednesday three weeks prior to each meeting.** You are notified by mail of the scheduled meeting date, time, and location, and are normally expected to attend.

Some historic districts have Local Advisory Panels (LAPs), groups of volunteer citizens which assist the HPC by reviewing HAWP applications and forwarding comments for the public record. Further information on Local Advisory Panels and their role in the HAWP review can be provided by the HPC staff. In addition, adjacent and confronting property owners, whose names and addresses are provided by you on the application, are notified by mail that you have filed a HAWP application.

Actions After HAWP Review Hearing

If the HPC approves the HAWP application, it is returned to DPS for issuance of the HAWP. **Subsequently, a copy of the approved HAWP and the stamped plans are mailed to the property owner and must be presented to DPS officials in order to obtain a Building Permit.**

If you are not satisfied with the decision of the HPC, you can submit a revised application or appeal the decision to the County Board of Appeals, which will hear the original application de novo (that is, starting fresh with a new hearing) and render its own decision.

HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	1. Written Description	2. Site Plan	3. Plans/ Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/ Alterations	*	*	*	*	*	*	*
Demolition	*	*			*		*
Deck/Porch	*	*	*	*	*		*
Fence/Wall	*	*	*	*	*		*
Driveway/ Parking Area	*	*		*	*	*	*
Major Landscaping/ Grading	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

PLEASE SEE ATTACHED INSTRUCTIONS FOR FURTHER DETAILS REGARDING THESE APPLICATION REQUIREMENTS.

NOTE: Historic Area Work Permits are not required for ordinary maintenance projects, such as painting, gutter repair, roof repair with duplicate materials, and window repairs. All replacement materials must be match the original exactly and be of the same dimensions.

**ALL HAWPS MUST BE FILED AT DPS, 255 ROCKVILLE PIKE,
ROCKVILLE, MARYLAND, 20850.**